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PMA PROCEDURE TRANSMITTAL

NEW RELEASES

1.94.22
A2 P942
RESERVE

PMA 101.7
8-20-47
(Supersedes
101.7, dated
11-12-46)

AUTHORITY TO ADMINISTER OATHS OF OFFICE: Lists employees designated to administer oaths in connection with federal employment. Supersedes 101.7, dated November 12, 1946, which should be removed from the Manual.

PMA 125.2
8-19-47

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946: Outlines the procedure to be followed by PMA branches in submitting and obtaining approval of marketing research projects to be carried out with funds provided under the Research and Marketing Act of 1946. Additional more or less temporary information and instructions follow:

The Administrator of the Research and Marketing Act (RMA) has made tentative allotments of funds to PMA by RMA subprojects for the fiscal year 1948. In order that final allotments may be secured and the work gotten under way as soon as possible, the branches should proceed immediately with the preparation of revised project statements in accordance with these instructions.

It was not contemplated that the tentative allotments would cover the costs of all projects handled on a contractual basis or projects with State agencies providing for matching of funds. Certain funds have been retained by the Administrator of the Research and Marketing Act for projects of this character. Preliminary proposals anticipating such projects should be cleared with the Assistant Administrator for Marketing. Final approval will be given by the Administrator of the Research and Marketing Act before any commitments of even an informal character are made.

In order to proceed with such recruitment as may be necessary and to get the work started as soon as the formal allotments are received, the branches are requested to submit to the Assistant Administrator for Marketing the following information as soon as possible.

1. The names of professional persons available for this work and a brief statement of the qualifications of each.

NEW RELEASES - (Continued)

2. The number of clerical employees available for this work.
3. The number of additional personnel required
 - a. Professional, by grade and qualifications
 - b. Clerical, by grade

OBSOLETE

The following forms have been declared obsolete. Existing stock may be disposed of in accordance with PMA Instruction 456.1.

| <u>Form Obsolete</u> | <u>Title</u> | <u>Superseded by</u> |
|----------------------|--|----------------------|
| DP-40 | Official Poultry Grader's Memorandum | |
| DP-76 | Report of Eggs of the Quality of U. S. Standards (Retail Grade B) Graded for Cartoning with Seals | |
| DP-118 | Report of Eggs of the Quality of U. S. Standards (Retail Grade B) Cartoned with Seals | |
| DP-103 | Daily Report of Operations | |
| SB-7 | Sugar Beet Marketing Report | SU-107 |
| SB-710a | Application for Payment - 1943 Sugar Beet Program | |
| WA-26 | Warehousing Weighing Sheet | |
| OL-1203-1 | Allotment Ledger Transactions | |
| AMA-53 | Untitled "Do Not Remove xxxx " slip | |
| FTD-22(Revised) | Confirmation | |
| CSC-124 | Declaration of Appointee | |
| CSC-2413 | Certificate of Medical Examination | |
| CSC-2888 | Application for Entry or Reemployment | |
| CSC-3008 | Index Card | |
| PMA-168(5/17/46) | Report by States of Selected Data on CCC Loans for Period from Inception of Program to Date of this Report | PMA-168(9/6/46) |
| IBM Card 129970 | Operation Card | |
| IBM Card 129971 | Suspension Card | |
| FDA-132 | Processed Foods Certificate of Loading | |
| FDA-476 | Producers' Deliveries and Stocks | |
| FDA-477 | Supplier's Authorization To Deliver | |
| FDA-478 | Consumer's Application for Delivery and for Use | |
| FDA-482 | Certificate of Eligible Candidate | |
| FDA-524 | Report of Fish and Sea Food Examined for Compliance with Specifications | |

OBSOLETE (Continued)

| <u>Form Obsolete</u> | <u>Title</u> | <u>Superseded by</u> |
|----------------------|---|----------------------|
| FDA-542 | Record of Jacketed Letters | |
| FDA-628 | Commodity Delivery Record | |
| FDA-664 | Code Sheet for Clearances | |
| FDA-668 | Record of Folder Removed from Files to Accompany Personnel Action | |
| FDA-727 | Community School Lunch Canning Program Report and Claim for Reim- bursement | |
| FDA-728 | Community School Lunch Canning Program Delivery Receipt | |

The following forms have been declared obsolete. Existing stocks are to be used until exhausted.

| <u>Form Obsolete</u> | <u>Title</u> | <u>Superseded by</u> |
|----------------------|---|----------------------|
| GR-166 | Shipping Instructions | SS-109 |
| OMS-157 | Report of Fish and Sea Food Examined for Compliance with Specifications | LS-52 |
| OMS-316 | Comparison of Classification for Grade | CN-302 |
| AMA-135 | Butter Grading Certificate | |
| AMA-137 | Cheese Grader's Memorandum | |
| AMA-240 | Comparison of Classification for Grade | |
| MFB-10 | Procedure Sheet | MF-53 |
| FDA-732(Sheep) | Livestock Market Report - Sheep | OMS-40 |
| FDA-732(Cattle) | Livestock Market Report - Cattle | OMS-38 |
| FDA-732(Hogs) | Livestock Market Report - Hogs | OMS-39 |
| FDA-622 | Untitled form letter requesting bids | |
| FDA-580 | Purchase Order | |
| FDA-599 | Cheese Grading Certificate | |
| FDA-599A | Cheese Grading Certificate | |
| FDA-135A | Butter Grading Certificate | |
| FDA-221 | Official Butter Grader's Memorandum | |
| FDA-806 | Notice of Allocation | |
| FDA-494 | Teletype Message | CCC-364A |
| FDA-240 | Comparison of Classification for Grade | CN-302 |

AUTHORITY TO ADMINISTER OATHS OF OFFICE

Administration
Basic
Authorities

I PURPOSE

This Instruction lists the titles and locations of the PMA employees who are designated to administer oaths.

II AUTHORITY

Any employee designated in writing by the head of an agency is authorized to administer oaths incident to entrance into the executive branch of the Government or any other oath required by law in connection with employment therein. Such oaths shall be administered without charge or fee and shall have the same force and effect as oaths administered by officers having seals.

III PMA EMPLOYEES DESIGNATED TO ADMINISTER OATHS

Departmental Service

- Personnel Division
- Personnel Technician
- Personnel Clerk

Field Service

Area Office Cities

- Chief, Area Personnel Division
- Acting Chief, Area Personnel Division
- Chief, Operations Section, Area Personnel Division
- Personnel Technician
- Personnel Clerk

Sub-Area Office, Portland, Oregon

- Personnel Representative
- Acting Personnel Representative
- Personnel Technician
- Personnel Clerk

Commodity Credit Corporation Offices of Production and
Marketing Administration - Minneapolis, Minnesota, Kansas
City, Missouri and New Orleans, Louisiana

- Personnel Representative
- Acting Personnel Representative

AUTHORITY TO ADMINISTER OATHS OF OFFICE

(III)

Labor Branch Office, Philadelphia, Pennsylvania
Personnel Representative
Acting Personnel Representative

PMA State Offices
Administrative Officer
Acting Administrative Officer

Aerial Photographic Laboratory, Salt Lake City, Utah
Cartographic Engineer in Charge

All Commodity Branches and Marketing Facilities Branch
Field Offices and Field Stations outside of Area Office
and Sub-Area Office cities
Officer in Charge
Acting Officer in Charge
Inspector in Charge
Acting Inspector in Charge

Tobacco Branch
Administrative Assistants (Field Administrative)

IV USE OF AUTHORITY

Each designated employee is instructed to add the following to his signature on an oath:

- A (Title by which designated)
- B U.S. Department of Agriculture
- C Act of June 26, 1943, Sec. 206.

* * *

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

I PURPOSE

The purpose of this instruction is to outline the procedure to be followed by PMA branches in submitting and obtaining approval of marketing research projects to be carried out with funds provided under the provisions of the Research and Marketing Act (RMA) of 1946.

II PROJECT CLASSIFICATION

A. Project Types - The work to be undertaken under the Act will be covered by four types of projects designated as follows:

1. Financial projects
2. RMA work projects
3. RMA sub-projects
4. Line projects

B. Financial Projects - Financial projects refer to the various subappropriation items which are based on the major subdivisions of the Research and Marketing Act. PMA will be concerned primarily with work authorized by Title II of the Act.

C. RMA Work Projects - The work to be undertaken by the various agencies under the major financial projects is divided into several broad fields designated as RMA work projects. These projects have been assigned titles indicating their general objectives; for example, under Title II of the Act the following RMA work projects have been designated:

- "I Developing New Market Information and Basic Data."
- "II Developing New and Expanded Market Outlets."
- "III Reducing Marketing Costs and Margins."
- "IV Developing New Standards and Grading to Improve Marketability of Farm Products."
- "V Improving Marketing Methods, Facilities, and Equipment."
- "VI Developing New Processing and Packaging Techniques to Minimize Waste and Increase Salability."
- "VII Analyses of Demand and Consumer Preferences for Agricultural Products."

D. RMA Subprojects - Under each RMA work project, several specific fields of work (RMA subprojects) are to be undertaken, each concerning the work of a particular agency (branch, in the case of PMA).

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

(II D)

A given branch may have one or more RMA subprojects under any one or more RMA work projects. For example, under work project IV entitled "Developing New Standards and Grading to Improve Marketability of Farm Products", the Livestock Branch might have the following subprojects: "Development and Improvement of U. S. Standard Grades for Livestock and Meat," "Improvement in the Application of Live Animal Grades," "Skirting and Sorting Wool at Ranches, Concentration Points, and Warehouses." Amounts of RMA funds allotted to the various branches are predicated on approved RMA subprojects, but in the interest of simplified records the formal allotment advices and allotment accounts refer only to PMA work projects.

E. Line Projects - Under each RMA subproject there will be one or more line projects. Line projects are designed to particularize the work to be done in a relatively narrow field of activity. For example, under the subproject on "Development and Improvement of U. S. Standard Grades for Livestock and Meat", the Livestock Branch would have line projects, one of which might be called; "Improvement of United States Standards for Grades of Carcass Beef." All work done by the branches under the Act must be covered by line projects. In some cases line projects may be the basis for modifying allotments made originally in accordance with approved RMA subprojects.

III PREPARATION OF PROJECT STATEMENTS

A. Format Required - Project statements must be prepared for all new or revised RMA subprojects and line projects. New or revised RMA subprojects must be described according to the format shown in Exhibit A attached. New or revised line projects must be described using the format shown in Exhibit B attached.

B. Special Considerations - In preparing these statements, it is important to note the explanations in exhibits A and B attached as well as the following additional instructions:

1. RMA subproject and line project statements will be prepared in an original and five copies.

2. Care should be taken to assure that new project statements propose work (a) which will not duplicate other projects already active under other funds, and (b) which would not initiate projects which may have been submitted under other funds and denied by the Congress (unless the Congress indicated that the work was of a type which should be undertaken under this Act).

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

(III B)

3. Statements for coordinated projects should be prepared jointly by the agencies involved.

4. The title of the RMA subproject should be indicated immediately below that of the RMA work project title on the RMA subproject Statement. (Exhibit A)

5. RMA subproject titles must be indicative of the character of the work to be undertaken but sufficiently broad to include the various line projects.

6. In stating the objectives of the project (6(b) both exhibits A and B) the objective for RMA subprojects should be sufficiently broad to include that of any line project which may be undertaken and the objective for a line project should clearly indicate that it comes within the scope of the objective of the RMA subproject.

7. In specifying the probable duration of the project (no. 11 on both exhibits A and B), the duration may be longer than the current fiscal year but in no case shall the line project be of longer duration than the RMA subproject.

8. If it is contemplated that any substantial costs for printing and binding and penalty mail will be involved during the current fiscal year, these amounts should be separately indicated because they are to be withheld from the total allotment to PMA for the project.

IV ROUTING AND APPROVAL

A. RMA Subproject Statements - When an RMA subproject statement has been prepared, the originating branch will route an original and five copies to the Assistant Administrator for Marketing, and the Assistant Administrator will make one copy available to the Budget and Management Branch for comment. The Budget and Management Branch will forward its copy with comments to the Assistant Administrator. If the Assistant Administrator has no objection to the subproject statement, he will submit it to the Administrator of the Research and Marketing Act for approval. When approval has been obtained and an amount of money determined, the Assistant Administrator will notify the interested branches of PMA, and will forward an approved copy to the Budget and Management Branch as a basis for allotments.

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

(IV)

B. Line Project Statements - When a line project statement has been prepared, the originating branch will submit an original and five copies to the Assistant Administrator for Marketing for his approval. The Assistant Administrator will route a copy to the Budget and Management Branch and this copy together with comments will be returned to the Assistant Administrator. When a line project has been approved, the Assistant Administrator will notify the interested branches of PMA and will furnish an approved copy to the Budget and Management Branch as a basis for any allotment revisions which may be necessary.

* * *

Note: Branches are expected to use this format for RMA subproject statements, typing in the headings and following instructions as indicated. Standard forms for subprojects are not being reproduced at this time.

RESEARCH AND MARKETING ACT

1. Project No. (Leave blank)
2. Bureau or Branch
3. Agency
4. R. M. A. project title: (Provide a short title with wording to bring out the new aspects of the work)
5. Act title: (Title I, Sec. 10 (a), etc.)
6. Description of work according to (a) Problem and need for work, (b) Object, and (c) Plan:
 - (a) (Present clearly the importance of the problem and why it should be undertaken. Also point out the difference between this, and present projects in the same line)
 - (b) (Give a clear statement of just what is expected to be accomplished)
 - (c) (In some detail indicate just how the proposed project is to be carried out and what part each agency concerned will do)
7. Approved:

| | |
|---------------------------|------|
| Chief of Bureau or Branch | Date |
| Administrator of Agency | Date |
| Administrator of R.M.A. | Date |

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8. Project No.: (leave blank)

9. Leaders: (a) Supervisory
10. Date commenced: (Leave this blank)
11. Probable duration:
12. Location: (Fill in if possible)
13. Cooperation: (Give here the names of the coordinating and cooperating groups in the Department. Also indicate when possible the agencies in the States that will be concerned)
14. Estimate of Cost: (This should show separately the amounts required for salary costs; travel; equipment and supplies; lands and structures; (giving some details for lands, structures and equipment needed); printing and binding; penalty mail; and all other items. Need for maximum flexibility for use of funds is recognized. This is not intended as a budgetary control by objective classification).

Continuation of "Description of work":

Note: Branches are expected to use this format for RMA line project statements, typing in the headings and following instructions as indicated. Standard FMA forms for line projects are not being reproduced at this time.

UNITED STATES DEPARTMENT OF AGRICULTURE 1. Project No., (lv.blk)
PRODUCTION AND MARKETING ADMINISTRATION 2. Branch _____
3. Agency FMA

Line Project Statement under Research and Marketing Act

4. RMA Work Project Title: (Designate one of the broad groups under which FMA marketing research work will be classified. For example, "Reducing Marketing Costs and Margins" is one of the seven broad groups under Title II of the Act.)
- (a) RMA Subproject Title: (Designate one of the several major project subdivisions under appropriate RMA work project title. For example, "Fruits and Vegetables Marketing Spreads and Costs" is the title of a "RMA subproject" under RMA work project title "Reducing Marketing Costs and Margins.")
- (b) Line Project Title: (State an appropriate title for the specific line of work "line project" which is proposed to be undertaken as a segment of the RMA subproject title named above.)
5. Act Title: (Title and section of Act authorizing appropriation for the work. For example, Title II.)
6. Description of work according to (a) Problem and need for work; (b) Object; and (c) Plan:
- (a) (Present clearly the importance of the problem and why it should be undertaken. Also point out the difference between this and present projects in the same line.)
- (b) (Give a clear statement of just what is expected to be accomplished.)
- (c) (In some detail indicate just how the proposed project is to be carried out and what part each agency concerned will do.)

NOTE: Statements under (a), (b), and (c) of No. 6 above should be complete and brief and in summary form. If further elaboration is necessary use reverse side of sheet or additional pages.

Submitted by:

Division Chief

Date

Branch Director

Date

7. Approved by:

Asst. Admin. for Mktg.

Date

8. Project No. (leave blank)

9. Leaders: (a) Supervisory (b) Direct (You may not be able to fill this in now.)

10. Date commenced: (leave this blank)

11. Probable duration:

12. Location:

(a) Headquarters (Washington or field)

(b) Area to be covered (city, State, or region)

13. Cooperation: (Give here the names of the coordinating and cooperating groups in the Department. Also indicate, when possible, the agencies in the States that will be concerned.)

14. Estimate of cost:

- .01 Personnel
- .02 Travel
- .03 Transportation of Things
- .04 Communication services
- .05 Rent and utilities
- .06 Printing and binding
- .07 Other contractual services
- .08 Supplies and materials
- .09 Equipment
- .10 Land and structures
- .00 All other
- Total

(Need for maximum flexibility for use of funds is recognized. This is not intended as a budgetary control by objective classification.)

Continuation of "Description of Work"